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TO : Chief, [Redacted]
 Chief, [Redacted]
 Chief, [Redacted]
 Chief, Fiscal Division

10 July 1959

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Audit of Treasury Intrust Funds

REFERENCE: General Services Administration - Treasury Department -
 General Accounting Office: Joint Regulations for Small
 Purchases Utilizing Intrust Funds

1. The Joint Regulation referred to above requires that there be unannounced audits of each fund as frequently as deemed necessary, but at least annually.

2. To assist in compliance with this requirement, it is requested that, immediately upon receipt of this memorandum, you direct that an unannounced audit be made of the Intrust Funds being utilized in your office. Thereafter, it is requested that you direct that similar unannounced audits be made as you deem necessary, but at least annually.

3. The original and one copy of each audit report shall be forwarded to the Chief, Fiscal Division, and should disclose the following information:

A. Name of Intrust Fund Cashier

B. Whether or not the Intrust Funds under the jurisdiction of the Intrust Fund Cashier at your location are being utilized in accordance with the Joint Regulation referred to.

C. Whether or not the amount of the advance is excessive

D. The accountability of the advance:

Cash on hand
 Unreimbursed checks
 Paid vouchers not forwarded for reimbursement
 Interim receipts to employees for purchases
 Vouchers in transit for reimbursement

E. Such audit report shall be dated and signed by the individual performing the audit.

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 [Signature]
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